



Web Enabled Safety System



WESSION
Module 8



Common
Questions
about Safety
Authorities
and
Permissions



What is a Safety Authority?

The Safety Authority (SA) is a WESSION User (Account Holder) with the command-designated authority to Establish and Manage WESSION Accounts for other Users within a single Command/Activity or a group of Commands/Activities.



The Safety Authority:

- Approves requests for WESSION Access for their personnel.
- May be a Collateral-duty or Full-time Safety Officer, XO, Safety Supervisor, Base, Regional or Echelon 2, 3 OR 4 Safety Manager, or other authority designated by the command.
- Will Electronically Receive All Requests for WESSION Accounts from within their Command/Activity/AOR.
- Recommends Approval/Disapproval of Account Requests
- If approved, Indicates what Type of Information Access They are granting for the WESSION User.
- May Grant Access for Community of Interest (COI) Notifications and Endorsements, and May Suspend Accounts Under their Authority.



More Safety Authority answers

- **How do I become a Safety Authority?**
 - **Submit a request with SA info either via msg traffic, or on command letterhead via snail mail, fax, or make a PDF copy and e-mail it to NSC.**
 - **Format can be found on NSC WESS website**
- **Who should be a Safety Authority? How many SAs should we have?**
 - **Each squadron should have at least 2 SAs**
 - **It's up to the individual unit to decide who will be the SA(s)**

WEB Enabled Safety System

Note: WESS undergoes maintenance every day from 0115 to 0230. There is no system interruption during this period.

Quick Links to Online Systems

- [Web Enabled Safety System \(WESS\)](#)
- [WESS-DS Disconnected System](#)
- [BASH](#)
- [FECA Data](#)

Account Setup

- [Request/Maintain Account](#)
(NOTE: All accounts, including WESS, BASH, and FECA, are managed using the WESS system.)
- [WESS Account Safety Authorities](#) -- ALSAFE about Appointments (171700Z JUN 05)
- [Sample WESS Safety Authority Designation Letter](#) (.doc version)
- [Sample WESS Safety Authority Designation Message](#) (.doc version)

More Information

- [What's New With WESS](#)
- [ALSAFE 24-05 -- Update on Web](#)

Users' Guide

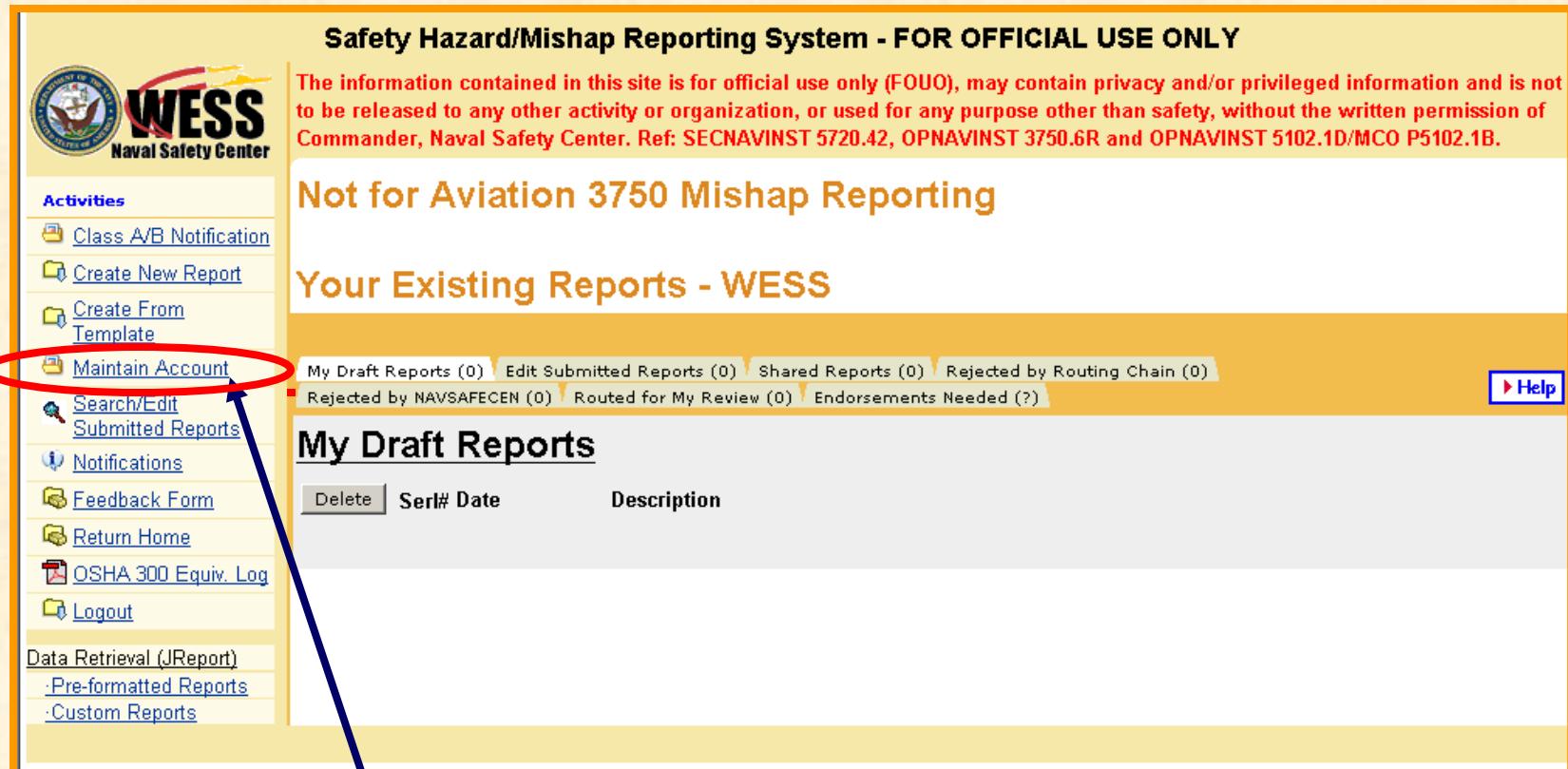
- [New! Guide](#)
- [New! Guide](#)
- [Users](#)
- [WESS](#)
- [Frequency](#)
- [Internet](#)

Contact/Feedback

- [Feedback](#)
- [Concerns](#)
- [WESS](#)
- [Help](#)
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- [Experience](#)



WESS Account Management



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - WESS

My Draft Reports (0) Edit Submitted Reports (0) Shared Reports (0) Rejected by Routing Chain (0)
Rejected by NAVSAFECEN (0) Routed for My Review (0) Endorsements Needed (?) Help

My Draft Reports

<input type="button" value="Delete"/>	Serial#	Date	Description

Click on the “Maintain Account” link to view the SA Account Management Menu.



WESS Account Management

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Account Management

Help

Activities

- Return Home
- Maintain Account

Maintain Your WESS Account

- [Change Login Password](#)
- [Change Command UIC](#)
- [Change Color Scheme](#)

Maintain Other WESS Accounts

- [List Pending Account Request\(s\)](#)
- [List Modified UIC Request\(s\)](#)
- [List Suspended Account\(s\)](#)
- [Modify Existing User Account](#)
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Click on “List Pending Account Request(s)” to open the next screen.



List of Pending Account Requests

The Account Approval screen contains pending WESS account requests. A pending account may be in one of three states:

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WESS Account Approval

Help

Pending Email Validation - WESS Customer (WC)

Request	Customer	Command	Date Submitted	Status	In Use
2059	Izzy Safe	N00181	2005-07-18	Waiting Confirmation by charles.kiriakou@nmci-isf.com	n/a

Pending Account Approval - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2060	I Safety	N00181	2005-07-18	n/a

Pending Account Rejection - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2061	We Hazardous	N00181	2005-07-19	n/a

Click on the blue link to approve a pending account request.



Pending Account Approval (SA)

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Safety Authority Review New User Account Request

Help

Official Email Address *: charles.kiriakou@navy.mil

First Name *

Middle Name

Last Name *

Rate/Rank *

Position Title *

Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification Yes No

Address 1*

This screen is displayed when you select a Request link from the Pending Account Approval - Safety Authority (SA) list. You should review all of the information on this screen.

You may update information in certain fields. If the Email address is not the requestor's Official Email address, then the request should be rejected. Commercial Email addresses can only be used if authorized by the requestor's command. Yahoo, Hotmail, or other such commercial Email addresses are not authorized. Then scroll down to see rest of the page.

Done

Pending Account Approval (SA)

Return Home
OSHA 300 Equiv. Log
Logout

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC N00181

COI Notification Yes No

Address 1* 21 Squadron Way
Address 2
City
State
Country * USA
Postal Code
Telephone (include Area Code) * 703-555-1212
DSN
Justification * Need to submit Aviation Hazard Reports

SA Comments Approved by Charles Kiriakou - 07/19/2005

DA Comments
WA Comments

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Done Local intranet

You may enter comments in the SA Comments field. These comments will be stored and forwarded to NSC WESSION Administrators for final approval and creation of the account. Click Next to go to next screen.



Review Pending Account Request

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Review New User Account Request Summary

Help

Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Request Number 2060

WESS Role
Granted Account

Official Email Address charles.kiriakou@navy.mil

First Name I

Middle Name M

Last Name Safety

Rate/Rank LTJG

Position Title ASO

Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification N

Address 1 21 Squadron Way

Address 2

City

State

Country USA

Postal Code

This is a review of the account information. Scroll down to view the rest of the page.



Approve or Reject Account Request

Middle Name M
Last Name Safety
Rate/Rank LTJG
Position Title ASO
Office Code
Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC N00181
COI Notification N
Address 1 21 Squadron Way
Address 2
City
State
Country USA
Postal Code
Telephone 703-555-1212
DSN
Justification Need to submit Aviation Hazard Reports
SA Comments Approved by Charles Kiriakou - 07/19/2005
DA Comments
WA Comments

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CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION

At this point you can either Approve or Reject the account request. If you click Approve, the account request is forwarded to a NSC WESS administrator for final approval and creation. If you Reject the account request, you will be prompted to update your SA comments, which will be Emailed to the requestor and the account request will be deleted from WESS. Let's select Approve.



Granting User Permissions

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WESS Account Management

 Help

Activities

-  [Return Home](#)
-  [Maintain Account](#)

Maintain Your WESS Account

- [Change Login Password](#)
- [Change Command UIC](#)
- [Change Color Scheme](#)

Maintain Other WESS Accounts

- [List Pending Account Request\(s\)](#)
- [List Modified UIC Request\(s\)](#)
- [List Suspended Accounts](#)
- [**Modify Existing User Account**](#)
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Click on “Modify Existing User Account” to open the next screen.



WESS User Account Search

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 WESSIONAL SAFETY CENTER

User Unique Identifier Search

[Help](#)

Activities

[Return Home](#)

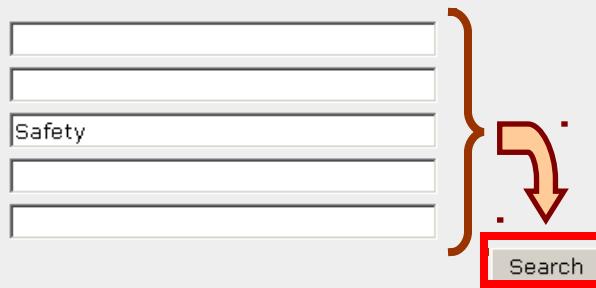
[Maintain Account](#)

NOTE: To search for a person, enter their UID, First Name, Last Name, Email Address or Command UIC. These pieces of information can be partial, i.e. Jon will find Jonathon. You can also enter more than one if known to narrow your search.

If your search result is "No Matching UIC Found or Privilege Restrictions.", either there is no matching result or you are not authorized to modify the resultant WESSIONAL Customers.

Note: You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in one of the boxes and clicking the 'Next' button will not save your entry.

UID
First Name
Last Name
Email Address
Command UIC



The User Search screen allows you to search for any approved WESS account holders within the commands you have Safety Authority privileges. You may enter as much data as needed. Once you enter your search criteria, click the Search button.



Select the Account to Modify

NOTE: To search for a person, enter their UID, First Name, Last Name, Email Address or Command UIC. These pieces of information can be partial, i.e. Jon will find Jonathon. You can also enter more than one if known to narrow your search.

If your search result is "No Matching UIC Found or Privilege Restrictions.", either there is no matching result or you are not authorized to modify the resultant WESS Customers.

Note: You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in one of the boxes and clicking the 'Next' button will not save your entry.

UID

First Name

Last Name

Safety

Email Address

Command UIC

Select UID Entry

- I Safety - charles.kiriakou@navy.mil - imsafety

* Indicates required field must be entered before moving to next

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Once the search results are displayed below, select the WESS account you wish to modify, by clicking the radio button. Then click the "Next" button, at the bottom of the screen.



Reviewing User Account Information

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS
Naval Safety Center

Safety Authority Review Account Information

User ID : imsafety

Official Email Address : charles.kiriakou@navy.mil

First Name *

Middle Name

Last Name * Safety

Rate/Rank * LTJG

Position Title * ASO

Office Code

Command UIC : N00181

Command Name : NORFOLK NAVAL SHIPYARD R

COI Notification Yes No

Address 1: * 21 Squadron Way

Address 2:

COI Notification privilege allows this WESS user to receive Community of Interest (COI) Email notifications and access to PDF copies of mishaps & hazard reports submitted by other commands. This is very similar to current message traffic AIGs & CADs.

The selected account information is displayed on this screen. This information may not be modified using this screen (i.e. Email address, Command UIC). You should scroll down to see rest of this page.

Modifying Account Privileges

Position Title * ASO

Office Code

Command UIC : N00181

Command Name : NORFOLK NAVAL SHIPYARD P

COI Notification Yes No

Address 1: * 21 Squadron Way

Address 2:

City:

State:

Country: * USA

Postal Code:

Telephone (include Area Code) * 703-555-1212

DSN :

WESS Off-Line CD Request Yes No

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

In this example, we've selected the Yes radio button to add Community Of Interest (COI) Notification for this WESS Account. The next time this user logs in, they will see all COI notifications sent to their command.

When modifications are complete, Click Next to continue.



Modifying Account Privileges

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 WEss
Naval Safety Center

Group Membership

Endorsement

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN](#) [Next](#)

[Help](#)

This screen displays whether this WEss customer is an Endorser for their command. If this box is checked, this WEss customer will receive Endorsement notification for their command and will have the authority to Endorse the event. Click Next to continue.



Review Summary of Changes

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Modified Account Information

[Help](#)

Activities

- [Class A/B](#)
- [Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Official Email Address : charles.kiriakou@navy.mil

First Name : I

Middle Name : M

Last Name : Safety

Rate/Rank : LTJG

Position Title : ASO

Office Code :

Command Name : NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC : N00181

Address 1 : 21 Squadron Way

Address 2 :

City :

State :

Country : USA

Postal Code :

Telephone : 703-555-1212

The modified account information is displayed. Scroll down to see the rest of the page.



Accept or Modify Account Changes

[Search/Edit](#)
[Submitted](#)
[Reports](#)
[Notifications](#)
[Feedback Form](#)
[Return Home](#)
[OSHA 300](#)
[Equiv. Log](#)
[Logout](#)

[Data Retrieval](#)
(JReport)
[Pre-formatted](#)
Reports
[Custom Reports](#)

Office Code :
Command Name : NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC : N00181
Address 1 : 21 Squadron Way
Address 2 :
City :
State :
Country : USA
Postal Code :
Telephone : 703-555-1212
DSN :
Graced Account : N
Notified : Y
Password Retry Count : 0
Lock Account : false
Force Change Password: N

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN](#)

[Next](#)

You may click Next to accept your changes or click Previous Section or Screen to return to modify this account.



More Safety Authority Help



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- [Sample WESS Safety Authority Designation Letter \(.doc version\)](#)
- [Sample WESS Safety Authority Designation Message \(.doc version\)](#)

More Information

- [What's New With WESS](#)
- [ALSAFE 24-05 -- Update on Web Enabled Safety System \(WESS\)](#)
- [ALSAFE Current Enhancements and Data Base Retrieval](#)
- [Introducing WESS](#)
- [New Mishap Reporting and Data Retrieval System Goes On-Line](#)

Users' Guides, Training, and FAQs

- [**New!** WESS Aviation Hazard Users' Guide](#)
- [**New!** WESS Safety Authority Users' Guides](#)
- [Users' Guides](#)
- [WESS Training Schedule](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Internet Explorer 6.0 SP1 Bug](#)

Contact/Feedback Information

- [Feedback Form](#) -- Use this form to report a concern or suggest an enhancement to the WESS system.
- [Help Request Form](#) -- Use this form if you experience a problem or need help with WESS.

More help on Safety Authority functions can be found in this set of Users Guides on the WESS website.



Notifications



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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - Gretchen Swanson

My Draft Reports (2) Edit Submitted Reports (0) Shared Reports (2) Rejected by Routing Chain (1) Notifications (16) Rejected by NAVSAFECEN (0) Routed for My Review (1) Endorsements Needed (?) Notifications (16)

Help

Notifications

Print Report Ser# Description

- 1116952186854 PERSONNEL INVOLVED IN TOWING OF AN AIRCRAFT WERE UNABLE TO COMMUNICATE
- 1101233028089 sgt broke leg while playing b/b at area 5 gym
- 1118250200458 AIRCRAFT DEPARTED CONTROLLED FLT DURING FCF
- 1101222223935 sgt broke leg while playing b/b at area 5 gym
- 1117102669725 taxiway alpha pov incursions
- 1116528973341 AVIATION FINAL TEST - TOWER CONTROLLED NAVY EA-6B BEGAN TAKEOFF ROLL O
- 1117575269758 ALE-47 SYSTEM DOES NOT PROVIDE FAILURE WARNING TO CREW
- 1118253439531 AVIATION FINAL TEST
- 1118062787807 AVIATION FINAL TEST - PORTION OF RIGHT WING OF AA 112 STRUCK PORT BOW
- 1115987187210 IB near mid air

Any submitted reports that pertain to your Community of Interest will appear here - you will be notified via e-mail of new messages here if you have been granted Notifications permissions by your unit SA.



Endorsements Needed



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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - Gretchen Swanson

[My Draft Reports \(2\)](#) [Edit Submitted Reports \(0\)](#) [Shared Reports \(0\)](#) [Project 11, Reporting Chain \(1\)](#) [Notifications \(16\)](#)

[Rejected by NAVSAFECEN \(0\)](#) [Routed for My Review \(1\)](#) [Endorsements Needed \(?\)](#)

[Help](#)

Endorsements Needed

Serial# Date Description

If your command is chosen to endorse a Hazrep, the Hazrep will appear under this tab. WEss will also notify you via e-mail that you have an endorsement waiting for your action, if you have Endorsement permissions granted by your unit SA.

